



***Commander Navy Region Northwest
Recruitment and Hiring Guide
For Managers***

***Commander Navy Region Northwest
Human Resources Office
Code N13***

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PURPOSE

The purpose of this guide is to provide a consolidated resource for new and experienced managers during the recruitment and hiring process. This guide will assist in navigating through the acronyms, strategies, authorities, and processes of recruitment.

The guide is set up in the logical progression of recruitment;

- Where to find information such as forms, instructions, policy, detailed explanations of concepts, and points of contact;
- Policies, principles, and prohibited actions to ensure compliance with federal laws;
- A checklist and workflow map to be a guide in the process;
- An overview of the various concepts such as details on hiring strategies and authorities; recruitment/ retention incentives; tips on how to improve hiring times and increase diversity; specifics on placement programs and how they affect the recruitment process.

There are many ways to identify a need to fill a vacancy: An employee can give their notice because they are moving on or retiring; an additional position was approved and now it must be filled; or perhaps a new position is required and it needs to get approved. No matter the situation, there are tasks that can be started by the hiring manager immediately to determine the best path to follow. This guide is provided to assist the hiring manager in anticipating what to expect at each step in the process.

What you will find:

- **Visual tools** to help identify and mitigate time delays;
- An overview of the **recruitment process**;
- **Hiring managers responsibilities** within the recruitment process;
- Summary of **policies**, merit principles, and prohibited personnel actions;
- Summary of **hiring strategies** and authorities

For more detailed information and guidance on any topic go to the references section for external resources.

REFERENCES

Where to Find Information:

Information such as DOD Instructions, policies, and detailed explanations of concepts provided in this guide are located on the Gateway 2.0 (G2) SharePoint site within the Civilian Human Resources > Staffing & Recruitment tab.

Look for the CHR button



on the Team Northwest and Executive Lobby page!

Useful Links:

Team Northwest:	https://g2.cnic.navy.mil/tscnrnw/default.aspx
Executive Lobby:	https://g2.cnic.navy.mil/tscnrnw/Executive/TeamSite/default.aspx
Civilian Human Resources:	https://g2.cnic.navy.mil/tscnrnw/N1/WPP/N13HR.aspx
HR Points of Contact:	https://g2.cnic.navy.mil/tscnrnw/N1/Shared%20Documents/CNRN W%20HR%20POCs.pdf
Office of Personnel Management:	https://www.opm.gov/

POLICY AND PRINCIPLES

COMNAVREG NW Policy

In accordance with the Merit Systems Principles, selections will be made based solely on merit factors. All permanent supervisory and management positions will be advertised and competitively selected from an adequate pool of candidates (adequate is defined as “two or more”). Execution of prohibited personnel practices will not be tolerated.

The Merit Systems Principles are nine (9) basic standards governing the management of the executive branch workforce. The principles are part of the *Civil Service Reform Act of 1978*, and can be found at 5 U.S.C. § 2301(b).

Merit Systems Principles

1	Recruitment should be from qualified individuals from appropriate sources in an endeavor to achieve a work force from all segments of society, and selection and advancement should be determined solely on the basis of relative ability, knowledge and skills, and after fair and open competition which assures that all receive equal opportunity .
2	All employees and applicants for employment should receive fair and equitable treatment in all aspects of personnel management without regard to political affiliation, race, color, religion, national origin, sex, marital status, age, or handicapping condition, and with proper regard for their privacy and constitutional rights.
3	Equal pay should be provided for work of equal value, with appropriate consideration of both national and local rates paid by employers in the private sector, and appropriate incentives and recognition should be provided for excellence in performance .
4	All employees should maintain high standards of integrity, conduct, and concern for the public interest.
5	The Federal work force should be used efficiently and effectively.
6	Employees should be retained on the basis of adequacy of their performance , inadequate performance should be corrected, and employees should be separated who cannot or will not improve their performance to meet required standards.
7	Employees should be provided effective education and training in cases in which such education and training would result in better organizational and individual performance.
8	Employees should be— protected against arbitrary action , personal favoritism, or coercion for partisan political purposes, and prohibited from using their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for election.
9	Employees should be protected against reprisal for the lawful disclosure of information which the employees reasonably believe evidences— A violation of any law, rule, or regulation, or Mismanagement, a gross waste of funds, an absence of authority, or a substantial and specific danger to public health or safety.

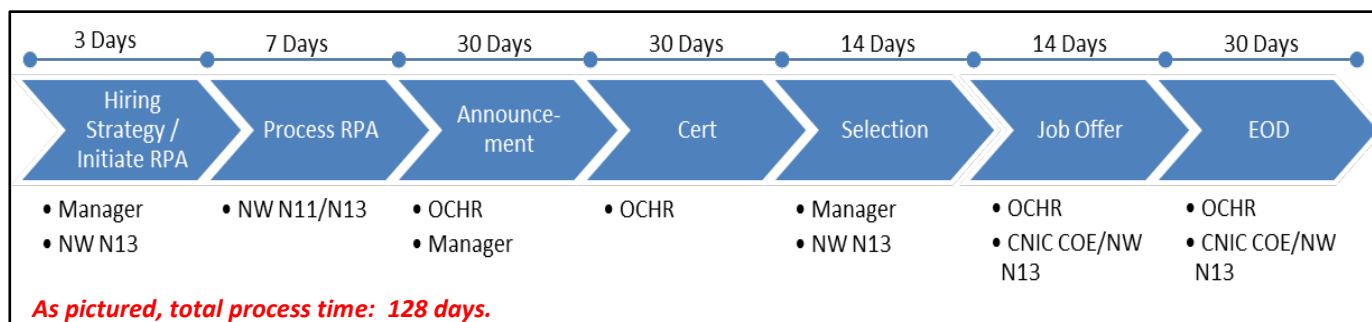
Prohibited Personnel Actions

There are twelve (12) prohibited personnel practices to be aware of concerning a personnel action (such as an appointment, promotion, reassignment, or suspension). Generally stated, a Federal employee authorized to take, direct others to take, recommend or approve any personnel action may not:

1	Discriminate against an employee or applicant based on race, color, religion, sex, sexual orientation, national origin, age, handicapping condition, marital status, or political affiliation.
2	Solicit or consider employment recommendations based on factors other than personal knowledge or records of job-related abilities or characteristics .
3	Coerce the political activity of any person.
4	Deceive or willfully obstruct anyone from competing for employment .
5	Influence anyone to withdraw from competition for any position so as to improve or injure the employment prospects of any other person.
6	Give an unauthorized preference or advantage to anyone so as to improve or injure the employment prospects of any particular employee or applicant.
7	Engage in nepotism (i.e., hire, promote, or advocate the hiring or promotion of relatives).
8	Engage in reprisal for whistle blowing i.e., take, fail to take, or threaten to take or fail to take a personnel action against an employee or applicant for disclosing to the Special Counsel, or to an Inspector General or comparable agency official (or others, except when disclosure is barred by law, or by Executive Order to avoid harm to the national defense or foreign affairs), information which the employee or applicant reasonably believes evidences a violation of any law, rule or regulation; gross mismanagement; a gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety).
9	Take, fail to take, or threaten to take or fail to take a personnel action against an employee or applicant for exercising an appeal, complaint, or grievance right ; testifying for or assisting another in exercising such a right; cooperating with or disclosing information to the Special Counsel or to an Inspector General; or refusing to obey an order that would require the individual to violate a law.
10	Discriminate based on personal conduct , which is not adverse to the on-the-job performance of an employee, applicant, or others.
11	Take or fail to take, recommend, or approve a personnel action if taking or failing to take such an action would violate a veteran's preference requirement .
12	Take or fail to take a personnel action, if taking or failing to take action would violate any law, rule or regulation implementing or directly concerning merit system principles at 5 U.S.C. § 2301.

Steps To Fill A Vacancy

HIRING MANAGERS STEPS TO FILL A VACANCY



Note: Duration of hiring process can vary greatly depending on hiring strategy, position requirements, and PPP matches.

1. Vacancy Identified – Develop Hiring Strategy/Initiate RPA

- Consult an HR Advisor immediately for guidance.
- To move immediately into recruitment, the vacancy must be in approved staffing plan with accurate position description (PD).
 - Staffing plans are established annually in program business plans and approved by the Navy Region Northwest Executive Steering Committee (ESC). Staffing plans include the series and grade of current positions. Change to staffing plans must be approved by the ESC and may require review/approval by the CNRNW Position Management Board (PMB). Further information is available within the CNRNW Position Management Program instruction [COMNAVREGNWINST2012510.1C](#)
 - Additional information on PD classification can be found:
[N13 CHR G2](#) > *Staffing & Recruitment* > *Position Descriptions* > *CNIC PD Classification Approval Process*
- Determine Hiring Authorities and Strategies. This is an important part of the process as it will determine in some cases how long it will take to fill a vacancy.

HIRING AUTHORITIES See Descriptions in Appendix A
Current Federal Reassignments or Transfers
Reinstatement
Veterans' Recruitment Appointment (VRA)
30 Percent or More Disabled Veterans
Schedule "A" (Disabilities)
Non-Appropriated Fund Instrumentalities (NAFI)
Military Spouse Appoint Auth (Exec Ord 13473)

HIRING STRATEGIES See Description in Appendix B
Merit Promotion
Delegated Examining (DE)
Management Identification of Candidates
Non-Competitive Appointments
Pathways Programs
Temporary / Term

Steps To Fill A Vacancy

Additional details on hiring authorities can be found:

[N13 CHR G2](#) > **Staffing & Recruitment** > **Managers Hiring Guide** >

1. Hiring Authorities – Quick Reference

AND 2. Common Hiring Categories - Authorities

d. Identify Recruitment Incentives

- 1) May be negotiated for 'hard to fill' positions and to attract highly skilled employees. Managers are encouraged to work with the HRO Command Advisor on eligibility and appropriateness for recruitment/retention or relocation incentives and other types of incentives. Form on G2:

[N13 CHR G2](#) > **Staffing & Recruitment** > **Forms** > **Recruitment-Relocation Incentive Justification Form**

- 2) Further information on the process for approval of incentives can be found in CNRNW Civilian Personnel Management instruction [COMNAVREGNWINST12981.1A](#)

e. Complete the Essential Task Statement, located on G2:

[N13 CHR G2](#) > **Staffing & Recruitment** > **RPA** > **Enclosure 5 Essential Task Statements**

Essential Task Statements

Organization Name:	Date:
PD #	PP-Series-Grade:
Title:	
Source Information (PD, Classification Standard):	

Instructions: Using information about the position being filled (e.g. position description, old crediting plans, classification standards), provide the OCHR-Stennis with 7-15 task statements that are essential to the position. These task statements should be behavioral and concise, and only consist of one discreet action. If the source of any of the task statements is SME input, please provide the name and title of that SME in the Source Information block above. For additional guidance in writing task statements, consult the handout "Common Pitfalls in Item Writing."

Formula for writing task statements:

Perform *WHAT?* + to *WHOM/WHAT?* + to produce *WHAT* or *WHY* or *HOW?*

Example:

Sort + incoming mail + into groups for distribution

#	Task Statement
1	
2	
3	

- f. Complete RPA Notepad and Recruit / Fill Request Form. N-Code will have one or more trained Request for Personnel Action (RPA) Preparer. The RPA preparer will create and submit RPAs for recruit/fill actions.

g. Provide required Documents for RPA:

- 1) A copy of the PD. If the action is for a multiple-grade recruitment, include all PDs in the career ladder.
- 2) If the action is a **Name Request**, you must attach the candidate's resume and any documentation necessary to determine eligibility, i.e., copy of a DD-214, Veterans Administration letter, a current or previous SF-50, required certifications, or Driver's License, as applicable. Contact the HRO Command Advisor with questions.
- 3) If you are using a **Standard PD**, a Statement of Work which lists the duties specific to that organization must be submitted.
- 4) Navy Recruit-Fill Checklist.
- 5) Essential Task Statement.

Steps To Fill A Vacancy

h. Validate RPA Notepad and Recruit/ Fill Request Form (see sample form in [Appendix F](#))

1) Review the RPA Notepad to ensure all data is correct as follows:

RPA #	e.g., 350191
Nature of Action	e.g., <i>Recruit/Fill or Recruit/Fill (VRA Name Select)</i>
Reason for Action	e.g., <i>To recruit behind retiring employee</i>
Vice	Name of former incumbent of position
Selectee	Last name, First Name
Title/PP/Series/Grade	e.g., <i>Airfield Specialist, GS-2150-09</i> (official information from OF-8)
Position Type	e.g., <i>Perm, Term, Temporary</i> (Select only one) (Annotate if the billet is encumbered)
Position Description #	e.g., NV52083
UIC/Activity	e.g., 00620/NAVAIR STATION WHIDBEY ISLAND
Org Code	e.g. N32 (If an advanced hiring action, i.e. to fill behind a current retiring employee, find Org Code, Cost Center Code, Payroll Office ID, BIN, BSC in TWMS under the incumbent's Assignment/Position Info tab; If it is a true vacancy, call N11 for the data)
Cost Center Code/ Payroll Office ID	Find in TWMS under Assignment/Position Info, called Payroll Org Code Payroll Office ID: 97380600 (for all NRNW)
BIN/BSC	Find in TWMS under Assignment/Position Info
Work Schedule	e.g., <i>Full-Time/Part Time/Job Share/Intermittent 1</i> (Select only one)
Bargaining Unit Status	Find in TWMS under Assignment/Position Info
Duty Location/ GEOLOC	e.g., <i>WHIDBEY ISLAND NAS, Oak Harbor, WA/532508029</i> (search by city under "base location" in TWMS, General Information)
Line of Progression	Position on career ladder, indicate full performance level; e.g., <i>FPL-XX</i>
Pay Setting Info	e.g., <i>HPR is/is not authorized</i> (choose only that one)
Recruitment Incentives	State whether incentive is or is not authorized e.g., <i>Relocation/Recruitment incentive is not authorized</i>
Position Hierarchy	Supervisor's name, PD/Sequence #
Hiring Manager	Name, email, phone number (may or may not be Supervisor)
Sponsor	Name, email, phone number (optional)
HRO	e.g. <i>Brenda.bynum@navy.mil; 360-396-1345</i>

[N13 CHR G2](#) > User Guides > OCHR-Stennis RPA Submission Guide

Steps To Fill A Vacancy

- i. RPA Preparer enter into DCPDS.

2. **Process RPA (N11/N13)**

- a. **Manpower (N11) Reviews RPA.** The Manpower Office will complete a manpower review of the RPA to validate the staffing plan and update the Hiring Status Report on the G2. Upon completion, N11 will forward the RPA to the HRO (N13).
- b. **HRO (N13) Reviews and Submits RPA** to the OCHR Stennis for processing.

3. **Announcement (OCHR Stennis)**

- a. Once drafted, **OCHR Stennis will provide the announcement for manager “courtesy review.”** If managers do not provide any comments, OCHR Stennis will open the announcement; OCHR-Stennis does not wait for manager concurrence to proceed.
- b. **Review/approve announcement.** Managers should review the announcement for accuracy and ensure duties, and qualifications align with the position PD and essential tasks. If recruitment incentives are to be offered for the position, managers should ensure this is included in the announcement. **Finally, managers should review the assessment questionnaire to ensure it addresses desired KSAs.**

Hiring Strategy	OCHR Stennis Process Time to Receipt of eligible Candidates*
<ul style="list-style-type: none">• Non-competitive Name Request• Merit Promotion Announcement	Minimum of 30 Days
<ul style="list-style-type: none">• Delegated Examining (DE)	Minimum of 60 days
<ul style="list-style-type: none">• Management Identification of Candidates (MloC)	<ul style="list-style-type: none">• All marketing done by management via email or other means• Recruitment actions also shown on G2 Employee Bulletin Board• If pending PPP matches, cannot proceed with selection until PPP officially cleared
<p>*Receipt of certificate for all hiring strategies may be impacted by PPP matches (see Appendix D)</p> <p>More details on hiring strategies can be found in Appendix B</p> <p>More guidance on the MloC process can be found on G2: N13 CHR G2 > Staffing & Recruitment > MloC</p>	

4. **Prepare for receipt of Cert**

- a. Develop resume review criteria/scoring.
- b. Develop interview questions (if applicable).
- c. Identify and notify interview panel (if applicable).

5. **Management Receives Certificate**

- a. When the selection certificate is ready for management review, you will be sent an e-mail directing you to the “Selection Manager” site on USA Jobs for Merit Promotion and Delegated Examining actions. You will then be able to access your certificate and review the applicants’ resumes.
- b. **Receipt of your certificate can be delayed by Priority Placement Program (PPP) matches**, depending on the category of the match. Generally, it takes about a week to clear a PPP match. Additional information regarding PPP can be found in *Appendix D*.
- c. Once you receive your certificate, you will take the following steps:
 - 1) Review resumes
 - 2) If conducting interviews: contact candidates
 - 3) Conduct interviews if applicable
 - 4) Call references

6. **Management Makes Selection**

- a. The Selecting Official can choose whether to conduct interviews or not and whether to establish a panel or not. There is no requirement to interview everyone on the certificate. Additional guidance on interviews can be found on G2:

[N13 CHR G2](#) > *Staffing & Recruitment* > *Managers Hiring Guide* > *Interview Guide*

- b. It is **CNRNW policy to hold a panel for all positions classified as GS-14 and above**. If a panel is established, it is recommended that members will be from diverse backgrounds. The number and diversity of panel members will be determined by the Selecting Official.
- c. All decisions must be made based on merit factors and documented in case of an EEO complaint or grievance. An HRO representative can be requested to participate as a non-voting member and as an EEO representative. Sample interview questions and assistance with interview questions can be requested from N13.
- d. Call references. You may find valuable information that can help you make your decision.

7. **Management Returns Certificate**

- a. It is important to **identify alternate selections**. In the event the first selected candidate is not available, this will allow OCHR Stennis to proceed with a second job offer. Additionally, if another vacancy becomes available, you will be able to select the alternate selection from the certificate no matter how long it has been closed. If alternates are not identified, the OCHR Stennis will close the certificate if the selectee declines the offer and a new recruitment action will need to be submitted.
- b. **Certificates are only open for 15 days** with a possible extension of an additional 30 days for business-based reasons. Hiring manager must contact the HRO to arrange for an extension.

Steps To Fill A Vacancy

9. **Job Offer/EOD (OCHR/CNIC/N13)**

- a. OCHR Stennis will set pay and provide authority for tentative job offer.
- b. Sponsors are encouraged to contact selectees once tentative job offer is accepted.
- c. If a drug test, physical, and/or security clearance are required for the position, onboarding leading to a final job offer can take up to several months.
- d. CNRNW N13 will remain engaged with OCHR Stennis and the CNIC Onboarding COE to move employees through the onboarding process.
- e. OCHR Stennis will provide the final job offer.
- f. The OCHR Stennis notifies the HRO of Effective Date; selectees are not allowed to perform functions within their new position before this effective date. Special circumstances may be discussed with the HRO Command Advisor.

10. **New-Employee Check In.** Employees will receive reporting instructions prior to their reporting date. On their first day of work they will report to the HRO and complete new-employee check in requirements. It is management's responsibility to arrange base access for employees who do not already have access. Managers are highly encouraged to have assigned sponsor meet the selectee on the first day of reporting.

HIRING MANAGER RECRUITMENT CHECKLIST

PRE-RECRUITMENT

✓ **Vacancy Identified: Always consult with HR Command Advisor**

- ☐ Position is part of established staffing plan
- ☐ Position Description (PD) is accurate

✓ **Identify Hiring Strategy and Authority: Review hiring strategies and authorities**

- ☐ Consult with HR advisor
- ☐ Identify timeline to bring new hire onboard (*helps with strategies*)
- ☐ Interview or Interview Panel?

✓ **Recruitment/Retention Incentives**

- ☐ What pay setting options or flexibilities should be considered for this position?

RECRUIT

✓ **Request for Personnel Action (RPA)**

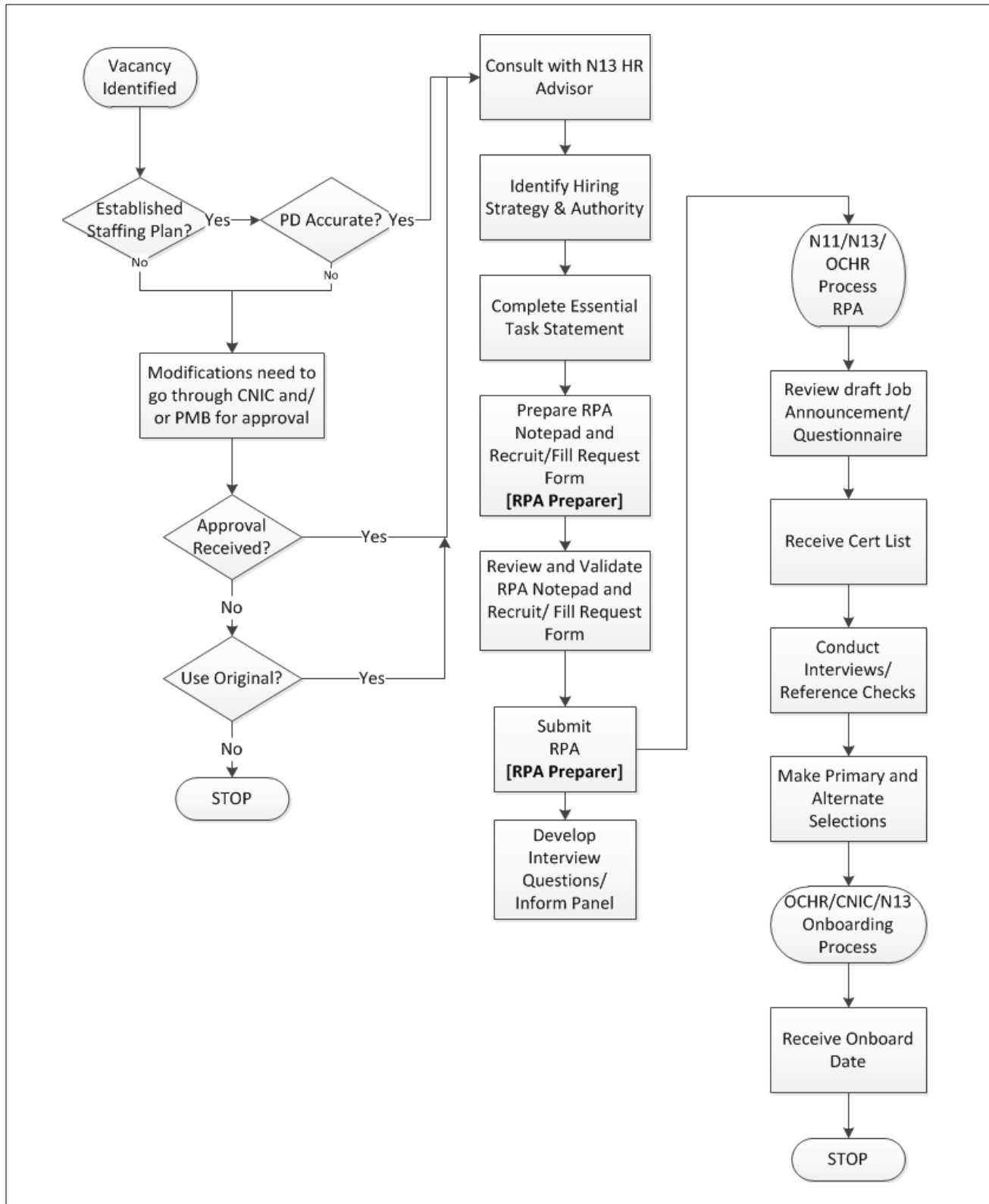
- ☐ Complete Essential Task Statement (*RPA Required Attachment*)
- ☐ Review RPA notepad and Recruit Fill Form (*completed by Program RPA Preparer*)
- ☐ Validate RPA Notepad and Recruit/ Fill Request Form
- ☐ RPA Preparer Submits RPA and all applicable attachments

SELECT

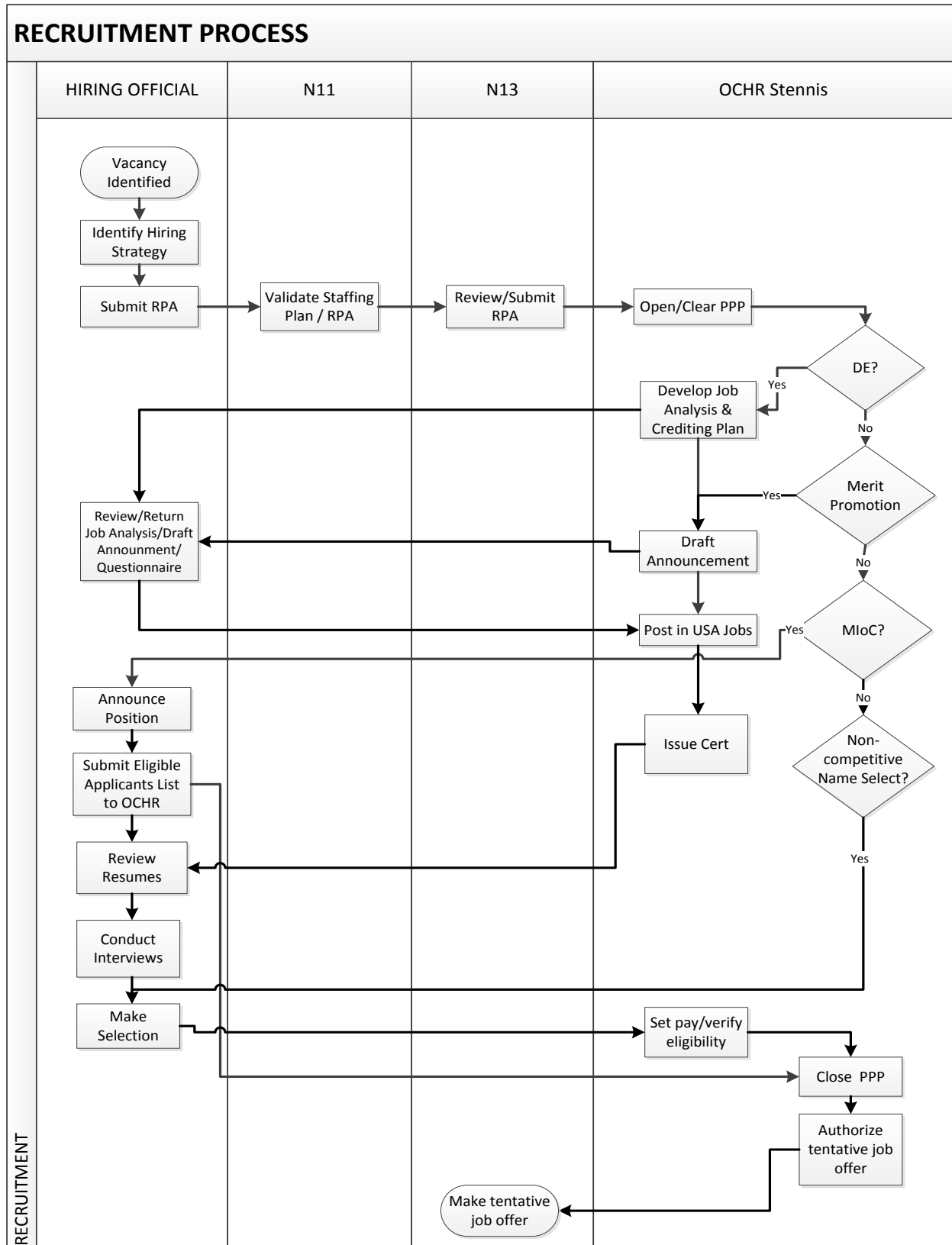
✓ **Receive Certificate (Cert) List from HR**

- ☐ Develop resume/interview review criteria/scoring
- ☐ Identify interview panel (if applicable)
- ☐ Review Cert list / resumes / etc.
- ☐ Schedule interviews (if applicable)
- ☐ Conduct interviews/ reference checks (if applicable)
- ☐ Make primary and alternate selection(s) in Selection Manager tool

HIRING MANAGER PROCESS MAP



RECRUITMENT PROCESS MAP



NON-COMPETITIVE HIRING AUTHORITIES

Below is a list of non-competitive hiring authorities most often used at NRNW. Hiring employees using these authorities can greatly improve hiring times as well as increase diversity in our workforce. Additional authorities can be found on G2:

[N13 CHR G2](#) > *Staffing & Recruitment* > *Managers Hiring Guide* >

1. Hiring Authorities – Quick Reference

AND 2. Common Hiring Categories - Authorities

HIRING AUTHORITY	DESCRIPTION
Current Federal Reassignments/Transfers	Current permanent federal employees in a career or career-conditional appointment. Individuals may be hired into permanent or temporary/term positions.
Reinstatement	May be used to hire previous federal employees who held a career or career-conditional appointment at some time in the past. There is no time limit on reinstatement eligibility for those who have veterans' preference or acquired career tenure by completing three years of substantially continuous creditable service. For those who do not have veterans' preference or did not acquire career tenure, they may be reinstated within three years after the date of their separation. Reinstatement eligibility may be extended by certain activities that occur during the 3-year period after separation from their last career-conditional appointment.
Veterans' Recruitment Appointment (VRA)	VRA recruitment allows appointment of eligible veterans without competition to positions at any grade level up to the GS-11 or equivalent (appointed position may have a higher Full Performance Level). Veterans are hired under an excepted appointment to positions that are otherwise in the competitive service. After two years of satisfactory service, the agency must convert the veteran to career or career-conditional appointment, as appropriate. Veterans who are eligible for this authority are disabled veterans; veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized; veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal was awarded (Global War on Terrorism Service Medal and Expeditionary Medal qualifies); or veterans separated from active duty under honorable conditions within three years.

Appendix A: Non-Competitive Hiring Authorities

HIRING AUTHORITY	DESCRIPTION
30 Percent or More Disabled Veterans	<p>This authority enables a hiring manager to give a noncompetitive provisional (temporary) appointment of more than 60 days or a term appointment to any veteran:</p> <ul style="list-style-type: none"> retired from active military service with a disability rating of 30 percent or more; or rated by the Department of Veterans Affairs (VA) since 1991 or later to include disability determinations from a branch of the Armed Forces at any time, as having a compensable service-connected disability of 30 percent or more. <p>No grade level limitation for this authority, but appointee must meet all qualification requirements including any written test requirement. Employee may be converted, without a break in service, to career or career-conditional appointment at any time during employee's temporary/term appointment.</p>
Schedule “A” (Disabilities)	<p>Schedule “A” authority may be used to hire applicants with severe physical disabilities, psychiatric disabilities, and intellectual disabilities to fill any job the individual is able to perform with or without reasonable accommodation. Schedule “A” appointments are excepted service and have a two-year trial (probationary) period. After two years of successful performance, they may be noncompetitively converted to a competitive appointment OR remain on the excepted service appointment. Refer to “The ABCs of Schedule A”: http://www.eeoc.gov/eeoc/initiatives/lead/abcs_of_schedule_a.cfm</p>
Non-Appropriated Fund Instrumentalities (NAFI)	<p>DoD and OPM have an interchange agreement permitting employees to move between DoD non-appropriated fund (NAF) positions and Appropriated fund (APF) civil service positions. This is a non-competitive appointment but not all NAF employees are eligible. They must be currently serving in a continuous appointment without time limitations for at least one year. This includes flexible employees, who work equivalent of part-time, intermittent, or on-call schedule.</p>
Military Spouse Appointing Authority (Executive Order 13473)	<p>Executive Order 13473 allows agencies to appoint a military spouse without competition. Agencies can choose to use this authority when filling competitive service positions on a temporary, term, or permanent basis. Military spouses are eligible under this authority if their active duty military spouse:</p> <ol style="list-style-type: none"> 1) Receives a Permanent Change of Station (PCS) and moves to a different geographic location. Spouse must be married to the service member prior to the move. Eligibility is valid for two years after the date of the service member’s orders to the area; 2) Retired from active duty with a service connected disability rating of 100%, or retired or were discharged and have a disability rating of 100% from the VA; 3) Were killed while serving on active duty and spouse remains un-married prior to appointment.

HIRING STRATEGIES

Most commonly used hiring strategy in NRNW include:

STRATEGY	TIMELINE	DESCRIPTION	TOOL
Merit Promotion	~120 days	<ul style="list-style-type: none"> • Candidates include; current Federal employees, former Federal employees with reinstatement eligibility, Veterans eligible under several veteran-specific appointing authorities, and eligible Military Spouses 	USA Jobs
Delegated Examining (DE)	120+ days <i>longest method</i>	<ul style="list-style-type: none"> • External hiring, open to all US Citizens • Veterans' preference applies • Requires Job Analysis and DE Crediting Plan • Primarily used for hard-to-fill positions 	USA Jobs
Management Identification of Candidates (MloC)	~60 days	<ul style="list-style-type: none"> • Internal recruitment, normally within a single workgroup) • Collect resumes, generate certificate and makes the selection locally • Can be a quick process due to local control/knowledge of candidates • Generally, candidates are given minimum of five workdays to submit resume • Employee could be placed into his or her new position by the next pay period 	Email
Non-Competitive Appointments	~60 days	<ul style="list-style-type: none"> • One of quickest strategies with flexibility to name-select hire • Selectee must be eligible for one of the non-competitive eligibilities • In some cases, vacancy announcement will need to be published to provide employees displaced from non-DoD agencies an opportunity to apply to our vacancies 	USAJobs*
Pathways Programs	~120 days	<ul style="list-style-type: none"> • Temporary hiring of students or way to build your workforce by hiring students to receive on-the-job training while attending school • Helpful for hard-to-fill positions • Manager can hire lower-graded student to provide job experience and grow competencies; can lead to permanent positions in the federal service 	USAJobs

Appendix B: Hiring Strategies

STRATEGY	TIMELINE	DESCRIPTION	TOOL
Temporary / Term	~60-120 days*	<ul style="list-style-type: none"> • Time-limited appointments • Temporary appointments used to fill temporary gaps in labor; less than one year in length, can be terminated at any time, or can be extended if required so total appointment time is no more than two years • Term appointments utilized to fill positions for short-term projects or in cases where funding into next fiscal year is uncertain; more than one year in length for up to four years • Can be filled via non-competitive appointment such as Veterans' Recruitment Appointment (VRA), Reinstatement, Transfer, Reassignment, or by an open competitive Delegated Examining announcement (VRA only used to reach selectee, is not a VRA appointment, and does not lead to perm appointment) • Merit Promotion announcements are not authorized for this type of appointment • Term and temporary employees are hired for a specific purpose and should not be moved throughout the Command to fill workforce gaps 	USAJobs*

**Timeline/tool dependent on other factors in hiring strategy*

RECRUITMENT/RETENTION INCENTIVES

INCENTIVE	DESCRIPTION
Retention Incentive - Likely to leave for different Federal position	<p>A Retention Incentive can be given to a current employee if the agency determines:</p> <ul style="list-style-type: none"> Given the agency's mission requirements and the employee's competencies, the agency has a special need for the employee's services that makes it essential to retain the employee in his or her current position during a period of time before the closure or relocation of the employee's office, facility, activity, or organization; and The employee would be likely to leave for a different position in the Federal service in the absence of a retention incentive.
Retention Incentives - Likely to leave Federal service	<p>A Retention Incentive can be given to a current employee if the agency determines:</p> <ul style="list-style-type: none"> That the unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee and that the employee would be likely to leave the Federal service in the absence of a retention incentive. A retention incentive may be paid only when the employee's rating of record under an official performance appraisal or evaluation system is at least "Fully Successful" or equivalent.
Recruitment Incentive - New to Federal service	<p>An agency may pay a recruitment incentive to a newly-appointed employee if the agency has determined that the position is likely to be difficult to fill in the absence of an incentive.</p>
Relocation Incentives - Current Federal service	<p>An agency may pay a relocation incentive to a federal employee who must relocate to accept a position in a different geographic area if the agency determines that the position is likely to be difficult to fill in the absence of an incentive. A relocation incentive may be paid only when the employee's rating of record under an official performance appraisal or evaluation system is at least "Fully Successful" or equivalent.</p>

Appendix C: Recruitment/Retention Incentives

INCENTIVE	DESCRIPTION
Creditable Service for Annual Leave Accrual for Non-Federal Work Experience and Experience in the Uniformed Service	<p>The head of an agency, or his or her designee, may at his or her sole discretion provide service credit that otherwise would not be creditable under 5 U.S.C. 6303(a) for the purpose of determining the annual leave accrual rate to:</p> <ul style="list-style-type: none"> • a newly-appointed or reappointed employee with a break of at least 90 calendar days after his or her last period of civilian employment in the civil service; or • a retired member of the active duty uniformed service as defined by 38 U.S.C. 4303.
Student Loan Repayment	<p>The Federal student loan repayment program permits agencies to repay Federally insured student loans as a recruitment or retention incentive for candidates or current employees of the agency. The program implements 5 U.S.C. 5379, which authorizes agencies to set up their own student loan repayment programs to attract or retain highly qualified employees.</p>
Superior Qualifications and Special Needs Paysetting Authority	<p>This applies to GS and FWS positions. Under this provision, a superior qualifications appointment is setting pay higher than the Step 1 of the grade of an employee newly appointed or reappointed to the Federal government. This is based on his/her superior qualifications or because the employee meets a special need of the agency.</p>

DoD PRIORITY PLACEMENT PROGRAM (PPP)

All Federal agencies are required to create and maintain a program to assist in placing displaced or surplus employees within its agency under the Career Transition Assistance Program (CTAP). The DoD uses the PPP to minimize the adverse effects on employees caused by actions such as, but not limited to, reductions-in-force (RIF), base closures, realignments, consolidations, contracting out, position classification decisions, rotation from overseas, and transfers of function (TOF). The PPP is the primary means for implementing this policy throughout DoD. The PPP consists of several subprograms with the primary purpose of placing DoD employees who have been adversely affected through no fault of their own. The **principal program within the PPP is Program A, which applies primarily to displaced employees and returning overseas employees**. The following are other programs which exist to assist employees other than those who are displaced or returning from overseas:

- a. Reserve Component Military Technician Placement Programs;
- b. Defense Outplacement Referral System (DORS);
- c. Department of the Army Family Member Placement Program;
- d. DoD Military Spouse Preference Program;
- e. DoD Retained Grade Placement Program;
- f. Reserve Component Military Technician Disability Program;
- g. Defense Commissary Agency (DeCA) Family Member Placement Program;
- h. Air Force Civilian Spouse & Domestic Partner Placement Program

Unless there is an authorized exception listed in the PPP Handbook, **all vacant temporary and permanent positions will be cleared through the PPP**. The Office of Civilian Human Resources in Stennis, Mississippi, is responsible for clearing PPP for all of CNRNW required actions. They will notify the Selecting Official and the Human Resources Advisors if there are matches which must be worked.

REEMPLOYMENT PRIORITY LIST (RPL)

This is a statutory program that requires agencies to give reemployment consideration to former competitive service employees of the agency separated by RIF or who have fully recovered from a compensable injury after more than one year. RPL registrants must be considered before certain outside job applicants.

CNIC ALTERNATE PLACEMENT PROCESS (APP)

On July 16, 2014 CNIC N13, Director, Civilian Human Resources (DCHR) issued Advisory #2014-01 to provide career placement opportunities to employees affected by CNIC workforce shaping initiatives. This program's use is mandated for the following individuals:

- Appropriated fund permanent employees whose positions are being abolished within CNIC enterprise;
- Appropriated fund permanent employees within CNIC enterprise whose positions are being downgraded or restructured;
- Appropriated fund permanent employees who are not affected by CNIC workforce shaping initiatives but who wish to be considered for continuing positions within or outside of their local commuting area when such placement would create a vacancy for use in workforce shaping initiatives; and
- Appropriated fund permanent employees located in foreign areas who are registered in the Priority Placement Program (PPP).

CNIC Headquarters is responsible for managing the APP program. The Human Resources Advisor will be contacted if there are matches available for CNRNW vacancies.

PPP CODES

PRIORITY LEVELS - These codes identify the level of priority for the PPP match.

PRIORITY	DESCRIPTION
Priority 1	<p>Mandatory placement if the registrant is well qualified. Requirements for registration at this level are:</p> <ol style="list-style-type: none"> 1. Employees scheduled for RIF separation provided they have not: <ol style="list-style-type: none"> a. Received an offer of continued DoD employment, regardless of grade or location; Or b. Had any opportunity to volunteer for relocation with assurance of a job offer outside the commuting area under circumstances similar to TOF or transfer of work. In this scenario, RIF separation could be averted by volunteering for relocation, and employees who have such opportunities cannot be afforded the same priority as employees who are being separated with no options for continued employment. 2. Employees involuntarily furloughed for 6 months or more.
Priority 2	<p>Mandatory placement if the registrant is well qualified. Requirements for registration at this level are:</p> <ol style="list-style-type: none"> 1. Employees who are scheduled for separation due to: <ol style="list-style-type: none"> a. Written declination of TOF or transfer of work outside their commuting area; Or b. Declining any opportunity to volunteer for relocation with assurance of a job offer outside commuting area under circumstances similar to TOF or transfer of work, even when such employees are separated by RIF. 2. Employees scheduled for separation based on declination of a management directed reassignment outside the commuting area under certain conditions. 3. Reserve Component Military Technicians registering in Programs C, D, and K. These registrants are considered after other Priority 1 and 2 referrals. 4. Reserve Component Military Technicians registering in Program G on the basis of combat-related disabilities.

Appendix D: Priority Placement Program (PPP)

PRIORITY	DESCRIPTION
Priority 3	<p>May be mandatory placement depending on status of individual selected by management (e.g. if selectee is current DoN employee, placement/clear NOT required). Requirements for registration at this level are:</p> <ol style="list-style-type: none"> 1. Employees scheduled for RIF demotion within the same commuting area, or employees facing separation based on declination of such an offer. 2. Employees scheduled for a reduction in work hours based on an offer of a part-time position (same or lower grade) made under or in lieu of RIF separation or after declination of a TOF. 3. Nondisplaced overseas employees completing one or more overseas tours. Applies upon initial registration and 2 years thereafter. 4. Nondisplaced overseas family member employees. 5. Army family members. 6. Employees on grade retention registered in Program R. 7. Certain DoD civilian spouses and domestic partners eligible. 8. Reserve Component Military Technicians registering in Program G on the basis of service-connected disabilities that are not combat-related. These registrants are considered after all other Priority 1, 2, and 3 referrals. 9. Certain Air Force civilian spouses and domestic partners eligible.
<u>Priority N</u>	<p>Not a mandatory match. This special priority code applies to nondisplaced overseas employees 2 years after initial registration, at which time ASARS automatically changes the registrants' priority from "3" to "N." Priority N registrants no longer have mandatory placement status, but may be selected if all Priority 1 and 2 referrals have been cleared.</p>
<u>Priority S</u>	<p>May be a mandatory match depending on status of individual selected by management. Military spouses are eligible for consideration for positions being filled under competitive procedures.</p>
<u>OPTION CODES</u>	<p>These codes can delineate the specific duties of a position when clearing the PPP. The duties which link to the Option Code must be described in the Position Description. Up to three Option Codes can be used.</p>

GLOSSARY/ ACRONYMS

ACCESSION—A personnel action that results in the addition of an employee to the rolls (staff) of an agency

APPLICATION FORMS—Forms and resumes that show an applicant's qualifications for employment in a Federal position.

APPOINTEE—A person being hired for a position in an agency.

APPOINTING OFFICER—A person having power by law, or by duly delegated authority, to make appointments.

APPOINTMENT—Any personnel action that brings an individual onto the rolls (staff) of an agency. (See ACCESSION.)

CAREER APPOINTMENT—Competitive service permanent appointment given to an employee who has completed 3 substantially continuous, creditable years of Federal service.

CERTIFICATE—A list of eligibles taken from a register and submitted to an appointing officer for employment consideration.

CERTIFICATION—The process by which the OPM, or an agency office with delegated examining authority, submits certificates to appointing officers.

CHANGE TO LOWER GRADE (also called “Demotion” and “Reduction in Grade”)—Personnel action that moves an employee, while serving continuously in the same agency, to (1) a position at a lower grade when both the old and new positions are under the General Schedule or under the same type graded wage schedule, or (2) to a position with a lower rate of basic pay when both the old and the new positions are under the same type ungraded wage schedule or in a different pay-method category.

COMPETITIVE POSITION—A position in the competitive service.

COMPETITIVE SERVICE—All civilian positions in the Federal Government that are not specifically excepted from the civil service laws by or pursuant to statute, by the President, or by the OPM under Rule VI, and that are not in the Senior Executive Service.

COMPETITIVE STATUS—Basic eligibility for noncompetitive assignment to a competitive position. A person on a career or career- conditional appointment acquires competitive status upon satisfactory completion of a probationary period. It may also be granted by statute, Executive order, or the civil service rules without competitive examination. A person with competitive status may be promoted, transferred, reassigned, reinstated, or demoted without taking an open competitive examination, subject to the conditions prescribed by the Civil Service rules and regulations.

CONVERSION—The changing of an employee from one appointment to another appointment (under either the same or a different authority) in the same agency with no break in service or with a break of 3 days or less. The change may be in one or more of the following: the type of appointment under which the employee is serving, the authority for the appointment, the

position on which the employee is serving, or the not-to-exceed date of a temporary appointment (e.g., from Excepted Appt NTE in a GS-3 position in organization A to an Excepted Appt NTE in a GS-4 position in organization B.)

CREDITABLE MILITARY SERVICE—The total number of years and months of military service that is creditable for annual leave accrual purposes.

CREDITABLE SERVICE—Federal Government employment (civilian or uniformed service) that meets requirements for a particular type of appointment or benefit, such as leave accrual or reduction in force retention.

DETAIL—A temporary assignment of an employee to a different position for a specified period, with the employee returning to his or her regular duties at the end of the detail.

DIRECT HIRING AUTHORITY—OPM-approved agency recruiting plans which expedite recruitment of persons for appointment to positions in shortage occupations.

DISABLED VETERAN—Means a person who was separated under honorable conditions from active duty in the Armed Forces performed at any time and who has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.

DUTY STATION—The city/town, county, and State in which the employee works. For most employees, this will be the location of the employee's work site.

EFFECTIVE DATE—The date on which a personnel action takes place and on which the employee's official assignment begins.

EOD (ENTRY ON DUTY)—The process by which a person completes the necessary paperwork and is sworn in as an employee.

EXCEPTED POSITION—A position in the excepted service (5 U.S.C. 2103 and 5 CFR part 213).

EXCEPTED SERVICE—Unclassified service, unclassified Civil Service or positions outside the competitive service and the senior executive service. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive order, or OPM regulation.

FEDERAL MERIT SYSTEM—A complete system of personnel selection and management based on an integrated set of personnel policies, procedures and practices designed to accomplish three basic objectives: (1) to recruit a competent work force; (2) to insure a stable work force; and (3) to provide equal opportunity for employment.

FULL-TIME WORK SCHEDULE—A full-time work schedule requires most employees to work 40 hours during the work week.

GENERAL SCHEDULE—The GS graded pay system established under the Classification Act of 1949, as amended.

GRADE—A level of work or range of difficulty, responsibility and qualification requirements.

INTERMITTENT SERVICE OR INTERMITTENT EMPLOYMENT—Service when employee works on less than a full-time basis with no prescheduled tour of duty. In the past, “WAE” was used on personnel documents to identify intermittent service.

NATURE OF ACTION—The nature of action is a phrase that explains the action that is occurring (such as “appointment” or “promotion”) when a personnel action is documented by a Standard Form 50, Notification of Personnel Action.

NONAPPROPRIATED FUNDS INSTRUMENTALITY (NAFI) —The Army and Air Force Exchange Service, Army and Air Force Motion Picture Service, Navy Ship's Stores Ashore, Navy exchanges, Marine Corps exchanges, Coast Guard exchanges, and other instrumentalities of the United States under the jurisdiction of the Armed Forces conducted for the comfort, pleasure, contentment, and mental and physical improvement of personnel of the Armed Forces. Employees of these organizations are not paid from funds appropriated by the Congress and, for most purposes, are not considered to be Federal employees.

NONCOMPETITIVE ACTION—A promotion, demotion, reassignment, transfer, reinstatement, or an appointment based on prior service.

OPM—The Office of Personnel Management.

PART-TIME WORK SCHEDULE—A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty.

PAY PLAN—The pay system or pay schedule under which the employee's rate of basic pay is determined, e.g., General Schedule (GS), Executive Schedule (EX), and Leader under the Federal Wage System (WL).

PLACEMENT—Putting employees into jobs. This may be done by appointment of someone new to government; by promotion, change to lower grade, reassignment, or transfer within an agency or from other agencies of a current employee; and by reinstatement of a former employee.

POSITION—The work, consisting of the duties and responsibilities assigned by competent authority for performance by an employee.

(5 U.S.C. 5102 and 5 CFR 511.101)

POSITION CLASSIFICATION—The analysis and identification of a position and placing it under the position classification plan established by OPM under chapter 51 of title 5, U.S. Code.

POSITION DESCRIPTION—A statement of duties and responsibilities comprising the work assigned to a civilian employee.

POSITION (or JOB) TITLE—The name of a position, such as “Secretary,” or “Civil Engineer,” or “Personnel Staffing Specialist.”

PREFERENCE ELIGIBLE—Veterans, spouses, widows, or mothers who meet the definition of “preference eligible” in 5 U.S.C. 2108. Preference eligibles are entitled to have 5 or 10 points added to their earned score on a civil service examination. They are also accorded a higher

retention standing in the event of a reduction in force. Preference does not apply, however, to inservice placement actions such as promotions.

PROBATIONARY PERIOD—The first year of service of employee who is given a career or career-conditional appointment under 5 CFR part 315. During this period, the agency determines the fitness of the employee, and the employee has no appeal rights.

PROMOTION—A nature of action used to document personnel actions that change an employee (1) to a position at a higher grade level within the same job classification system and pay schedule or (2) to position with a higher rate of basic pay in a different job classification system and pay schedule.

PROVISIONAL APPOINTMENT—A temporary appointment to a continuing position when the agency intends later to convert the employee to a nontemporary appointment and has current authority for such conversion.

QUALIFICATIONS STANDARDS FOR THE GENERAL SCHEDULE (formerly Handbook X-118)—Qualification standards manual. The manual contains specific standards for General Schedule positions.

REALIGNMENT—The movement of an employee and his or her position when (1) a transfer of function or an organization change occurs, and (2) the employee stays in the same agency, and (3) there is no change in the employee's position, grade or pay (including locality pay).

REASSIGNMENT—The change of an employee from one position to another without promotion or change to lower grade. Reassignment includes: (1) movement to a position in a new occupational series, or to another position in the same series; (2) assignment to a position that has been redescribed due to the introduction of a new or revised classification or job grading standard; (3) assignment to a position that has been redescribed as a result of position review; and (4) movement to a different position at the same grade but with a change in salary that is the result of different local prevailing wage rates or a different locality payment.

REEMPLOYMENT PRIORITY LIST—A list of career and career-conditional employees an agency has separated because of (1) reduction in force or (2) compensable injury or disability where recovery takes more than one year from the time the employee began receiving compensation.

REINSTATEMENT—Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had a competitive status or was serving probation when separated. (5 CFR part 315, subpart D)

SEASONAL EMPLOYEE—An employee who works on an annual recurring basis for periods of less than 12 months (2080 hours) each year.

SERIES—Classes of positions similar in specialized line of work but differing in difficulty or responsibility of work, or qualifications requirements and, therefore, differing in grade and pay range.

SERVICE COMPUTATION DATE (SCD)—The date, either actual or constructed by crediting service, used to determine benefits that are based on how long the person has been in the Federal Service.

SPECIAL RATES—Are higher than rates under the regular pay schedule. For example, OPM may establish higher pay rates under 5 U.S.C. 5305 for occupations in which private enterprise is paying substantially more than the regular Government schedule and this salary gap significantly handicaps the Government's recruitment or retention of well-qualified persons. A special rate may consist of a base rate and a special rate supplement. (5 U.S.C. 5305 and 5 CFR part 530, subpart C)

STANDARD FORM 50 (also called "50")—Notification of Personnel Action. The Standard Form 50 is completed by the personnel or administrative office to which appointing authority has been delegated, and is used to notify the employee and the payroll office, and to record the action in the employee's Official Personnel Folder.

STANDARD FORM 52 (also called a "52")—Request for Personnel Action. Is used by operating officials or supervisors to request personnel actions and to secure internal agency clearance of requests for personnel action. Employees use the Standard Form 52 to request leave without pay or a name change and to notify the agency of their intent to resign or retire. (Chapter 4 of this Guide)

STATUS EMPLOYEE—One who has completed the probationary period under the career-conditional employment system. Also known as an employee with competitive status.

STEP—The step of the pay plan under which an employee is paid.

TEMPORARY APPOINTMENT—An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made.

TENURE—The period of time an employee may reasonably expect to serve under his or her current appointment. Tenure is governed by the type of appointment under which an employee is currently serving, without regard to whether the employee has competitive status or whether the employee's appointment is to a competitive service position or an excepted service position.

TERM APPOINTMENT—Appointment to a position that will last more than one year but not more than four years and that is of a project nature where the job will terminate upon completion of the project. (5 CFR part 316, subpart C)

TRANSFER—A change of an employee, without a break in service of one full workday, from a position in one agency to a position in another agency that can be filled under the same appointing authority: 5 CFR 315.501 authorizes the transfer of competitive service career and career-conditional appointees to competitive service career or career-conditional appointments in other agencies; 5 CFR 307.103 authorizes transfer of excepted service veterans' readjustment appointees to excepted service veterans' readjustment appointment positions in other

agencies; and 5 U.S.C. 3395 authorizes transfer of career and noncareer appointees in the Senior Executive Service to career and noncareer appointments in other agencies.

VETERAN—Means a person who was separated with an honorable discharge or under honorable conditions from active duty in the Armed Forces performed during one of the periods described in 5 U.S.C. 2108.

VETERANS' PREFERENCE—An employee's category of entitlement to preference in the Federal service based on active military service that terminated honorably.

WAGE EMPLOYEES—Also called Federal wage employees or prevailing rate employees. These employees are in trades, crafts, or labor occupations covered by the Federal Wage System and their pay is fixed and adjusted from time-to-time in accordance with prevailing rates.

WITHIN-GRADE INCREASE (WGI)—Is an increase in employee's rate of basic pay by advancement from one step of his or her grade to the next after meeting requirements for length of service and performance.

WORK SCHEDULE—The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.

WORK SITE—The place where the employee works, or at which the employee's activities are based, as determined by the employing agency

DON RECRUIT/FILL REQUEST FORM

Info also listed in RPA notepad

this information on the Request for Personnel Action (RPA) along with a complete PD. This information is essential to our recruit. Drop down menus in many fields have been added to assist you in your selections. **Double-click on a pre-filled item to open the menu.** If you need assistance, please contact your HRO Advisor.

Indicates who will have access to the cert

POSITION TO BE FILLED				RPA#
Title, PP/Ser/Gr				PD#
POINT OF CONTACT INFORMATION				
Hiring Manager	Phone	Email		
Alt Hiring Manager	Phone	Email		
SME	Phone	Email	View Cert?	<input type="checkbox"/>
Hiring Mgr Asst	Phone	Email	View Cert?	<input type="checkbox"/>
HRO POC	Phone	Email	View Cert?	<input type="checkbox"/>
	Phone	Email	View Cert?	<input type="checkbox"/>
	Phone	Email	View Cert?	<input type="checkbox"/>

Minimum required is PD and cover sheet OF-8 = PD cover sheet

Verify the following data, as applicable, is provided with copies attached to the RPA. Please note if any PD information is incomplete your recruitment action may be returned to you.

Required Data	<input type="checkbox"/>	Position Description(s) – attach all if multiple	<input type="checkbox"/>	Statement of Difference (if applicable)
	<input type="checkbox"/>	Completed OF-8	<input type="checkbox"/>	Civilian Acquisition Coding Sheet (if applicable)
	<input type="checkbox"/>	Position Sensitivity Designation Form		
	<input type="checkbox"/>	PD Number(s) if more than 1 grade level:		

Info also listed in [RPA notepad](#), can be found in TWMS

RECRUITMENT INFORMATION: Complete those fields that are applicable to your vacancy.				
Position	Full Performance Level (FPL)		In-sourcing Position	Select Item <input type="button" value="v"/>
	Organizational Code		Obligated Position	Select Item <input type="button" value="v"/>
	UIC		Financial Disclosure	Select Item <input type="button" value="v"/>
	Major Claimant		Hierarchy (Supvr Name & PD Seq #)	
	Payroll Code (Cost Center)		Base Closure	Select Item <input type="button" value="v"/>
	Payroll Office ID	Select Item <input type="button" value="v"/>	BRAC Identifier	
	Duty Station		BIN/BIC Number	
	Geolocation Code		Security Clearance	Select Item <input type="button" value="v"/>
	BUS Code		Number of Hours per Week	Select Item <input type="button" value="v"/>
	FLSA	Select Item <input type="button" value="v"/>	Duration of Appt/Action	Select Item <input type="button" value="v"/>
Special Position Considerations	Work Schedule	Select Item <input type="button" value="v"/>	Telework	Select Item <input type="button" value="v"/>
	Appointment Type	Select Item <input type="button" value="v"/>	Furlough Indicator	Select Item <input type="button" value="v"/>
	Drug Testing Position	Select Item <input type="button" value="v"/>	Nuclear Deterrent Mission (NDM)	Select Item <input type="button" value="v"/>
	Physical Requirements (OF-178, Certificate of Medical Exam, is attached)		Select Item <input type="button" value="v"/>	
	Overtime/Shift/Weekend/Holiday Work/Rotating Shifts	Select Item <input type="button" value="v"/>	If yes, what type?	
	Certification or Licensing Req	Select Item <input type="button" value="v"/>	If yes, what type?	
	Credentialing Required	Select Item <input type="button" value="v"/>	If yes, what type?	
	Law Enforcement Officer Position	Select Item <input type="button" value="v"/>	Mobility Agreement Required	Select Item <input type="button" value="v"/>
	Firefighter Schedule	Select Item <input type="button" value="v"/>	Other Requirements	
	Financial Management Certification	Select Item <input type="button" value="v"/>	If yes, select appropriate level:	Select Item <input type="button" value="v"/>
	Cybersecurity Codes		Emergency Essential/Key Position?	Select Item <input type="button" value="v"/>
	Special Salary/Premium Pay	Select Item <input type="button" value="v"/>	If yes, Table #	
	DAWIA Position	Select Item <input type="button" value="v"/>	DAWIA Code Sheet Attached?	Select Item <input type="button" value="v"/>
	Age restricted positions? (i.e.,	Select Item <input type="button" value="v"/>		

Many items may be No/NA, depending on the position

Appendix F: DoN Recruit/Fill Request Form

Additional details
for recruitment,
complete for all

Other
Recruitment
Information

Firefighter, Law Enforcement Officer/Air Traffic Controller)?			
Grade Level(s) to Recruit For		PCS Authorized	Select Item
Number of Vacancies		Recruitment Incentive	Select Item
Highest Previous Rate	Select Item	Relocation Incentive	Select Item
Superior Qualification	Select Item	TDY Requirement	Select Item If yes, %
Vice (Employee Name):			

VEOA/NAFI required for
Merit Promotion
(DoN/DoD/Perm Fed)

Check all that apply

Area of
Consideration
/Sources

<input type="checkbox"/>	Activity Only - List UIC/Org	<input type="checkbox"/>	Delegated Examining (DE) - U.S.
<input type="checkbox"/>	Current DON (Navy and Marine Corps)	<input type="checkbox"/>	Expedited Hire Authority (EHA)
<input type="checkbox"/>	Current Department of Defense (DOD)	<input type="checkbox"/>	Direct Hire Authority (DHA) - U.S. Citizen
<input type="checkbox"/>	Permanent Fed Civilian Employees	<input type="checkbox"/>	NAFI / Interchange Eligibles
<input type="checkbox"/>	VEOA	<input type="checkbox"/>	Pathways Program Type Select Item
<input type="checkbox"/>	Reinstatement Eligibles	<input type="checkbox"/>	DSSA (Distinguished Scholastic Ach Appt Demo)
<input type="checkbox"/>	VRA	<input type="checkbox"/>	Postal Service/Peace Corps & Other Misc Authorities
<input type="checkbox"/>	Veterans w/30% or more Disability	<input type="checkbox"/>	E.O. 12721 (Returning Overseas Family Member)
<input type="checkbox"/>	Wounded Warrior Candidates	<input type="checkbox"/>	Military Spouse/Family Member (Overseas)
<input type="checkbox"/>	Military Spouse Executive Order 13473	<input type="checkbox"/>	Local Hire (Overseas)
<input type="checkbox"/>	Persons with Disabilities (Schedule A)	<input type="checkbox"/>	ICTAP
<input type="checkbox"/>	USA Hire Assessment		
<input type="checkbox"/> Limit to commute area of:			
<input type="checkbox"/> Name Request:			

Enter name request here
then check the related
hiring authority above
(VRA, Sched A, etc)

JOB ANALYSIS/ASSESSMENT INFORMATION:

All SPFs must
be supported by
duties in the PD

Specific information regarding this position should be annotated in the Notepad of the RPA.
An OCHR Operations Center (Ops Center) HR Specialist will be in contact with you to complete the job analysis and assessment process for your vacancy.

DOD PRIORITY PLACEMENT PROGRAM (PPP) INFORMATION: To be completed by HRO or OCHR Ops Center as applicable.

PPP Clearance	PPP Option Code(s), if any	Remote Activity Code, if any
	PPP Exception, if any (cite)	
	Is Re-Promotion Eligible List cleared? Select Item	Date Cleared

Not completed by
Hiring Manager

OVERSEAS VACANCIES:

Sponsor Information	Name	Phone	Fax
	Mailing Address		
	Email Address		
Tour Information	Country	Tour Length	Select Item
	Overseas Entitlements/Allowances:		

NA for NRNW

ADDITIONAL COMMENT/NOTES: Please enter any additional comments or instructions for your recruitment.

Must have the ability to apply broad understanding of communication principles to solve novel and obscure problems, and be able to extend and modify existing techniques in the field of communications engineering. Incumbent will be required to review, analyze, and assess IT programs for overall compliance with DOD, Department of the Navy (DON), Federal, and Commander, Navy Installation Command (CNIC) and Regional IT policies, plans, standards, regulations, guidelines, and instructions ensuring programs are aligned with business requirements. This position will provide primary direct IT support for the Regional Admiral/Chief of Staff (COS)/Executive Director, Regional Program Directors (RPDs), tenant commands, and military and civilian personnel.

Form Completed by (name)	Phone	Email
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Optional, example
included